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GOVERNOR

DIRECTOR'S OFFICE
DEPT. OF
TRANSPORTATION
APR 2 12 49 PM '97



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APR 1 1997

COMPTROLLER'S MEMORANDUM NO. 1997-09

TO: All Department Heads

SUBJECT: Addendum No. 3 to Travel Agency Contract Guidelines

This memorandum is an addendum to Comptroller's Memorandums No. 1996-27, No. 1996-37, and No. 1997-03 and is issued to address problem areas which have arisen since the travel contract was implemented on October 14, 1996.

TRAVEL APPROVAL FORM

The revised travel approval form (TAF) issued under Comptroller's Memorandum No. 1997-03 should be used. Please remind your staff that the TAF should be completely filled out before it is sent to Panda Travel (Panda).

AIR TRAVEL

Panda is required to provide the lowest airfare applicable based on dates of travel and routing by the most direct service. Panda will use split carriers if there is a savings of \$150.00 or more and the routing remains convenient. Employees choosing an itinerary other than that recommended by Panda will assume responsibility for any additional fees incurred.

As a reminder, air fares are subject to change at any time up until the tickets are actually printed.

HOTEL

In all cases where excess lodging is being requested, Panda is required to find hotels in the moderate price range. Panda is also required to consider the safety of the employee and the proximity of the hotel to the business/meeting area. Any recommendation made by Panda but not accepted by the employee will be documented in the confirmation report given by Panda which must subsequently be submitted to DAGS' Pre-Audit Branch for payment. Therefore, all approvals for excess lodging should be based on Panda's recommendation. Additional hotel costs, in excess of those recommended by Panda, shall be paid by the employee.

In all cases where reservations at conference hotels are made by the employee, a copy of the conference registration form and a copy of the agenda must be submitted with the statement of completed travel.

CAR RENTAL

Panda is required to provide a compact car for car reservations except for the following situations:

Overnight trip	3 or more passengers	Midsized car
Day trip/Overnight trip	5 or more passengers	Van


Requests that do not conform to the above guidelines must be substantiated by the department with sufficient justification as to why the guidelines could not be followed.

We have been informed that the expiration date of the Budget Rent-a-Car coupons has been extended to December 15, 1997 and that the minimum purchase requirement has been removed. Staff should be reminded that a reservation must still be made prior to or upon arrival at the destination since these coupons do not guarantee a car.

We have also been informed that out-of-state car rentals will be arranged through Avis, Alamo or Hertz. If Panda is unable to arrange rentals through these specified companies, reservations will then be made with another car rental agency. In these cases, the traveler will be responsible to secure the reservation with a credit card and will then be responsible for the car rental payment upon return of the car. The traveler should be advanced the estimated cost of the rental. For these situations, Panda will so note the alternate car rental procedure on the confirmation report given the traveler.

Employees are required to refuel all vehicles prior to returning to the rental agency since it has been determined that gasoline prices charged by the rental agencies exceed those that are charged by service stations.

If you or your staff have any further questions, please call Bonnie Kahakui at 586-0673 on Mondays, Wednesdays, and Fridays (half-day) or Sheila Walters at 586-0650 on Tuesdays and Thursdays.


SAM CALLEJO
State Comptroller